

REQUIREMENTS FOR LICENSE – VETERINARIAN

Access this form via website at: www.state.hi.us/dcca/pvl

AGE REQUIREMENT You must be at least 18 years of age.

APPLICATION Complete the attached application form. Answer all questions and complete all information and sign the application. Applicants are subject to requirements in effect at time of filing.

Failure to provide all the requested information will delay the processing of your application.

FEES

Application for state examination \$130
(Application fee - \$100*, State Exam fee - \$30)
Make check payable to: COMMERCE & CONSUMER AFFAIRS

Application for NAVLE and state examination \$130
(Application fee - \$100*, State Exam fee - \$30)
Make check payable to: COMMERCE & CONSUMER AFFAIRS
and:
NAVLE exam fee \$325
Make postal money order payable to: NBVME

Note: One of the numerous legal requirements that you must meet in order for your new license to issue is the payment of fees as set forth in this application. You may be sent a license certificate before the check you sent us for your required fees clears your bank. If your check is returned to us unpaid, you will have failed to pay the required licensing fee and your license will not be valid, and you **may not** do business under that license. Also, a \$15.00 service fee will be charged for checks which are returned by the bank.

If for any reason you are denied the license you are applying for, you may be entitled to a hearing as provided by Title 16, Chapter 201, Hawaii Administrative Rules, and/or Chapter 91, Hawaii Revised Statutes. Your written request for a hearing must be directed to the agency that denied your application, and must be made within 60 days of notification that your application for a license has been denied.

*Application fee is not refundable.

License

License issued between July 1, even-numbered years through
June 30, odd-numbered years pay \$270
(License fee - \$100 + second year of two-year license period-\$100
+ Compliance Resolution Fund - \$70)

License issued between July 1, odd-numbered years through
June 30, even-numbered years pay \$135
(License fee - \$100 + Compliance Resolution Fund - \$35)

EDUCATION You must be a graduate of an AVMA accredited veterinary college or an expected graduate within 6 months from an AVMA accredited veterinary college. Attach an official or certified copy of your diploma or a certified transcript from the college. An expected graduate must provide written verification from the veterinary college of being scheduled to graduate within 6 months of the NBVME examination.

Foreign veterinary college graduates:
Attach photocopy of diploma (with a certified English translation if diploma is not in English).

Attach photocopy of certificate from American Veterinary Medical Association Educational Commission for Foreign Veterinary Graduates dated after December 31, 1972.

VERIFICATION OF LICENSE Applicants licensed in other states: Send the attached "Verification of License-Veterinarian" (VET-O4), to all states in which you have held a license within the last 10 years. If more than one form is needed, please duplicate.

EXAMINATION State Examination
The state examination is scheduled monthly. The applicant will be able to select the month and island to sit for the state examination initially, then will be eligible for re-examination only after a three (3) month waiting period. To obtain a list of reference materials for the state examination, please call (808) 586-2711.

**EXAMINATION
(Cont.)**

Candidates for the state examination who passed the NBVME developed examination previously are responsible for having their NBVME scores sent to the Board. Contact the American Association of Veterinary State Boards' (AAVSB) Veterinary Information Verifying Agency (VIVA) for this service:

AAVSB
3100 Main, Ste 208
Kansas City, MO 64111

Phone: (877) 698-VIVA or (816) 931-1504
FAX: (816) 931-1604
E-mail: info@aavsb.org
Website: www.aavsb.org

Written notice of your inability to be present at the state examination scheduled for due to postponement or withdrawal must reach the Board's office at least four weeks prior to the examination.

Timely requests for postponements shall result in the application of your examination to the next state examination you select. Requests for withdrawal shall result in a refund of your examination fee.

Failure by applicants to provide written notice to postpone or withdraw from the examination within the period stated above shall result in the forfeiture of your examination fee.

NBVME Examination

NBVME implemented the North American Veterinary Licensing Examination (NAVLE) in November 2000. The NAVLE is a single part computer based examination, and is scheduled twice a year with testing windows usually in November-December and April. The application filing deadline is 60 days before the first test day of the testing window.

After a completed application including fees is received by the Board and determined to be eligible for examination, the Board will inform NBVME of your eligibility. Although NAVLE examination information will be provided by the Board once your eligibility has been determined, information may also be obtained from:

NBVME
P O Box 1356
Bismarck, ND 58502

Phone: (701) 224-0332
FAX: (701) 224-0435
E-mail: mail@nbvme.org
Website: <http://www.nbvme.org>

**TEMPORARY
PERMITS**

A temporary permit may be granted after filing a complete application and under certain conditions. Please refer to §§16-101-29.1 and 16-101-30 of the board's rules for these conditions.

**ADDRESS OF
THE BOARD**

Mail all required items to:

Board of Veterinary Examiners
DCCA, PVL, Lic Branch
P. O. Box 3469
Honolulu, HI 96801

OR

Deliver to office location at:
1010 Richards St., 1st Flr.
Honolulu, HI 96813

Phone: (808) 586-3000

BIENNIAL RENEWAL

All licenses are subject to renewal on or before June 30 of each EVEN-numbered year.

LAWS AND RULES

A copy of the laws, Chapter 471, HRS, and rules, Chapter 101, HAR, relating to the practice of veterinary medicine may be purchased for 75¢ from: *Cashier, Department of Commerce and Consumer Affairs, P. O. Box 541, Honolulu, HI 96809.* Chapter 436B, Hawaii Revised Statutes, the Professional and Vocational Licensing Law may be purchased separately for 75¢.

The LAWS and RULES are posted on our website at: www.state.hi.us/dcca. Look under "Obtaining Information".

**ABANDONMENT
OF APPLICATION**

You must submit all required documents and information within two years from the last date documents or information were requested or it will be considered abandoned and the Board may destroy it.

**APPLICANTS WITH
SPECIAL NEEDS**

If you are requesting special testing arrangements for the state examination, due to a disability, call (808) 586-2711 immediately to obtain a Disability Certification Form which must be completed by an approved professional, and submitted preferably prior to your exam application, but no later than the exam filing deadline. Determination of qualification for special testing arrangements will then be made and if so, the type of special testing arrangements to be provided.

No action will be taken to provide special testing arrangements until your exam application has been approved.

This material can be made available for individuals with special needs. Please call the Licensing Branch Manager at (808) 586-3000, to submit your request.

APPLICATION FOR EXAM/LICENSE – VETERINARIAN

Date Issued

Lic. No

VE -

NAME (First, Middle)

(LAST)

Residence Address (include apt. no., city, state & zip code)

Mailing Address (ONLY if different from above)

Social Security No.

Phone No. (days)

Indicate type and date of exam. See enclosed exam schedule.

- [] NAVLE exam. Exam Date _____
 [] State Board exam. Exam Date _____
 Island _____

FOR OFFICE USE ONLY

Circle or underline answers, explain when needed:

- 1) Are you at least 18 years of age? YES NO
 2) Are you a U.S. citizen, a U.S. national, or an alien authorized to work in the United States? YES NO
 3) Are you a graduate or expected graduate of an accredited U.S. or Canadian veterinary college? YES NO
 4a) Have you passed both the National Board of Veterinary Medical Examiners (NBVME) developed examinations (NAVLE or NBE and CCT)? YES NO
 If "yes," have you made arrangements to have the scores sent directly to the board? YES NO
 Date request made to have scores sent to the board _____
 If you answered "yes" to 4a, do not answer 4b or 4c.
 b) Have you taken the NBVME developed examination but have not received results? YES NO
 Note where and when: _____
 c) Do you plan to take the NBVME developed examination in the near future? YES NO
 Note where and when: _____
 5a) Have you ever been licensed to practice as a veterinarian in any other jurisdiction? YES NO
 b) Were any licenses revoked, suspended or otherwise subject to disciplinary action? YES NO
 If "yes," give jurisdiction, dates and nature on a separate sheet.
 c) Are you under investigation or are there any disciplinary actions pending against you? YES NO
 If "yes," give jurisdiction and nature on a separate sheet.
 6) During the past 20 years have you ever been convicted of a crime in which the conviction has not been annulled or expunged? YES NO
 Explain a "yes" response on a separate sheet.

ALL OUT-OF-STATE LICENSES	Name of State(s)	Date Issued	License Number	Method of Licensure			Date "Verification of License – VET-04" form mailed to State:
				NBVME exam	State Board	Endorsement	
				NBVME exam	State Board	Endorsement	
				NBVME exam	State Board	Endorsement	
				NBVME exam	State Board	Endorsement	

Affidavit of Applicant:

I hereby certify that the answers and statements contained on this application and the documents attached are true and correct. I understand that misrepresentation is grounds for refusal or subsequent revocation of license (*Section 710-1017, Hawaii Revised Statutes*). I further certify that I have read and will abide by the provisions of Chapter 471, Hawaii Revised Statutes, and Chapter 101, Hawaii Administrative Rules.

Date

Signature of Applicant

This material can be made available for individuals with special needs. Please call the Licensing Branch Manager at (808) 586-3000 to submit your request.

App 654 \$100
 Exam 655 \$30
 License 656 \$100
 CRF 657 \$35/\$70
 ½ Renewal 650 \$100
 Service fee BCF \$15

VERIFICATION OF LICENSE - VETERINARIAN

Access this form via website at: www.state.hi.us/dcca/pvl

State of Hawaii
Board of Veterinary Examiners
P.O. Box 3469
Honolulu, HI 96801

APPLICANT	Name (First-Middle) (LAST)		Social Security No.
	Address (Include Apt. No. and Zip Code)		LICENSE NUMBER
			DATE ISSUED
	I hereby authorize the licensing agency of the state of _____ to furnish the information below to the State of Hawaii Board of Veterinary Examiners.		
Date _____			SIGN HERE _____

LICENSING AGENCY	This is to certify that the above-named individual was issued license number _____ to practice		
	veterinary medicine on the basis of:		
	<input type="checkbox"/> NBVME developed exams (NAVLE or NBE and CCT)	Date issued: _____	
	<input type="checkbox"/> Endorsement	Date license expires: _____	
	<input type="checkbox"/> State-constructed exam	License status	
	<input type="checkbox"/> Reciprocity	<input type="checkbox"/> current	
		<input type="checkbox"/> lapsed since: _____	
		<input type="checkbox"/> inactive since _____	
	Has this license ever been encumbered in any way (revoked, suspended, surrendered, limited, placed on probation, currently pending disciplinary action, being investigated?)		<input type="checkbox"/> NO
			<input type="checkbox"/> YES (Explain a yes response)
COMMENTS:			
Signature: _____			
Title: _____			
State: _____			
Date: _____			
TO THE BOARD: Return this form directly to the Hawaii Board of Veterinary Examiners.			

BOARD SEAL